



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 3/13/74		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed APR - 5 1974 74-116 APR 15 1974			
2. Agency Application No. PHS-4		3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Parks and Historic Sites Division, Room 707H 270 Washington Street, S. W. Atlanta, Georgia 30334		4. Person to Contact Mr. Thomas H. Massey, Jr.			
				5. Working Title Assist. to Director		6. Tel. No. 656-2758	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.							
8. Earliest & Latest Dates of Series 1971-1974		9. Exact Series Title State Park Concession Agreement File					
10. What is the function of the office in which this record series is created? The Parks and Historic Sites Division is responsible for acquiring, preserving and protecting natural, historical, recreational, and scenic areas of unique, irreplaceable statewide significance, and for establishing, developing, and operating state parks and historic sites that provide recreational and educational opportunities for the public.							
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to: the awarding of contracts to permit the operation of concessions at the State parks. Included are: concession agreement form; and related supporting documents such as correspondence and insurance agreements. File is arranged: alphabetically by State park; thereunder by concession agreement.							
ATTACH SAMPLES OF THE FILE							
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers						1	2
Legal-size File Drawers		3	6	Floor Space Occupied (Square Feet)		In Office(s)	In Storage Area(s)
						This Year's	Last Year's
						Preceding Year's	All Prior Years
				AVERAGE DAILY REFERENCES		5	1
						0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. **REQUIREMENTS.** The following requires the files to be kept 2 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER (see below), then:

- ☐ Hold in the current files area month(s)/ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

- A. Current State Park Concession Agreement File--retain in current files area until concession agreement expires; place file in Expired State Park Concession Agreement File.
 B. Expired State Park Concession Agreement File--Cut off file each calendar year; hold in current files area 2 years; then destroy at State Records Center; hoo

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	4/12/74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<i>[Signature]</i>	4/12/74
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	State Auditor/Designee	<i>[Signature]</i>	4-11-74
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	Secretary of State/Designee	<i>[Signature]</i>	4-10-74
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	Attorney General/Designee	<i>[Signature]</i>	4-12-74
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

STATE RECORDS
COMMITTEE